

C I A INTERNAL USE ONLY

29 April 1959

Costs To Store One Cu. Ft. of Records (2,000 pieces of paper) For One Year.

AGENCY OFFICE COSTS

Equipment

The pro-rata cost for 8 cu. ft. capacity filing equipment is \$259.  
Amortized over 10 years, this equipment would cost \$25.90 per year  
or \$3.24 for one cubic foot capacity ----- \$ 3.24

Space

One cubic foot of records requires one square foot of floor space- 2.50

Labor

One clerk can service 96 cu. ft. of records (Remington Rand,  
"How to Measure Your Filing Costs and Efficiency"). Salary to  
service one cu. ft. for one year by a GS-4d Clerk @ \$4,040 a  
year would be ----- 42.00  
Total ----- \$ 47.74\*

AGENCY RECORDS CENTER COSTS

Space and Shelving

Total costs of Center ----- \$686,889  
Total cost per year based on 10 year amortization ----- \$68,689  
Cost per cu. ft. per year based on 100,000 cu. ft. capacity ----- \$ .69

Records Center Box ----- .11

Labor (Calendar Year 1958)

\$80,000 in .01 funds to handle 48,615 cu. ft. of records (41,102 cu. ft.  
on hand at end of year, 7,513 cu. ft. destroyed during year)----- 1.65

Total ----- \$2.45\*\*

\* At 2,000 pieces of paper per cu. ft., = 2.3¢ per piece of paper.

\*\* At 2,000 pieces of paper per cu. ft., = 1/10¢ per piece of paper.

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